MA State House

DEFERRED MAINTENANCE AGENDA

- **Introductions**

- **Overview of the process**

- **Important dates:**
  May 5, 2017
  May 22, 2017
  July 1, 2017

DEFERRED MAINTENANCE PROCESS OVERVIEW

REQUEST

Research

Review CAMIS on existing projects. Update data.

Creation

Create a project and phase

Documentation

Studies, MAAB, Preventative Maintenance

OVERSIGHT

Approved and delegated projects, the responsibilities of the Agency receiving funding

FINANCE

ISA procedures and responsibilities

Requirements for Deferred Maintenance Funding Transfer Requests

- Appropriate staff attend current training sessions for submitting DM requests.

- Update CAMIS projects prior to submitting new DM requests.

- Improve documentation/communication for each request to assist evaluation.

# Requirements for Deferred Maintenance Funding Transfer Requests

- Ensure that Secretariat or Central Oversight Bodies approve their reporting agencies' DM requests.

- Confirm that accessibility requirements and other code requirements are incorporated in project funding requests.

DEFERRED MAINTENANCE PROCESS

- This process continues to evolve.

- New CAMIS is one of the tools to assist in this process.

- The following illustrates the process with some helpful hints.

Changes to CAMIS for FY 18

- New link for Creating a Project on the top of the page!
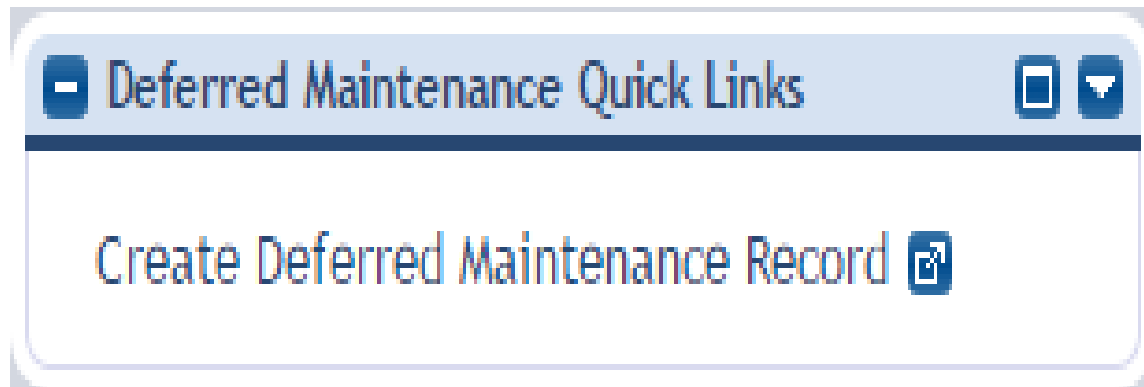
Changes to CAMIS for FY 18

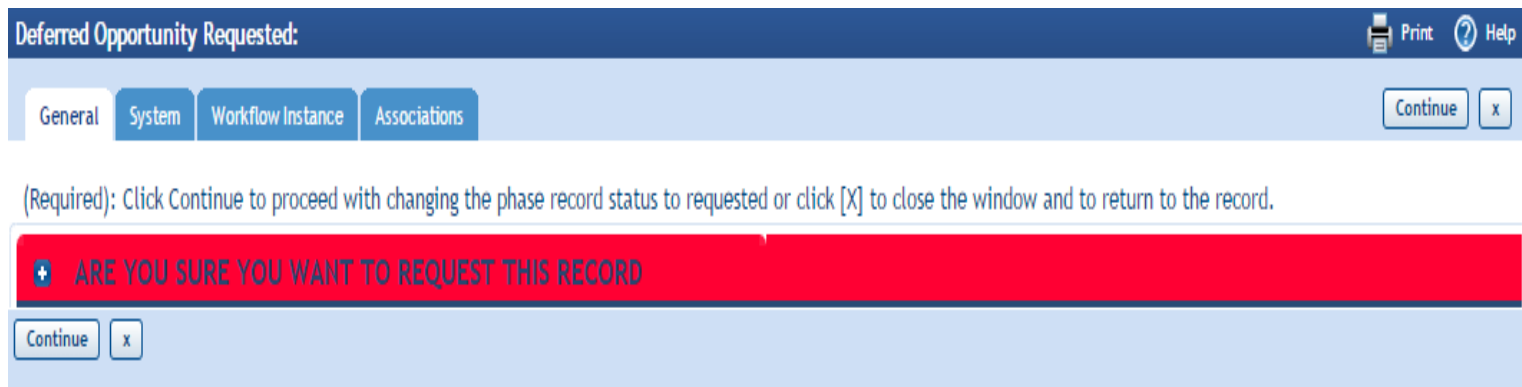- Location data will be localized to your profile locations. When selecting a location you should only see your managed properties.

Changes to CAMIS for FY 18

- New Asset field on the Project Form lets you attach asset(s) to your project

Changes to CAMIS for FY 18

When Requesting a Phase, the system will ask you to confirm your action. This was put in to stop the accidental requesting of projects.

Changes to CAMIS for FY 18

When Canceling a Phase, the system will ask you to confirm your action. This was put in to stop the accidental cancelling of projects.

DEFERRED MAINTENANCE PROCESS

Deferred Maintenance Phase

Export 4 total found   Apply Filters   Clear Filters   Show More Filters   Show: 50 ▼

	CAMIS Phase Code	Full Path	Name	Site	Location Name	Phase Type	Phase Status	Estimated Cost	Requested By
	Contains	Contains	Contains	Contains	Contains	Contains	Contains		Contains
☐	J200001-1	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Test #1 RB as Jracki - Study	Ahlfors Math And English	Ahlfors Math And English	DEF - MAINT - STUDY		$9,000.00	Jim Racki
☐	J200001-2	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Test #1 RB as Jracki - D&C	Ahlfors Math And English	Ahlfors Math And English	DEF - MAINT - D&C		$90,000.00	Jim Racki
☐	J200003-1	\Locations\Sites\Quinsigamond Community College	Test #2 as JRacki - Study	Quinsigamond Community College	Quinsigamond Community College	DEF - MAINT - STUDY		$5,000.00	Don Hall
☐	J200003-2	\Locations\Sites\Quinsigamond Community College	Test Phase Status	Quinsigamond Community College	Quinsigamond Community College	DEF - MAINT		$33.00	Don Hall

Deferred Maintenance Project

Add

Export 2 total found   Apply Filters   Clear Filters   Show More Filters   Show: 50 ▼

	CAMIS Number	Name	Location Name	Full Path	Status	Total Est Cost	Project Type	Requested By
	Contains	Contains	Contains	Contains	Contains		Contains	Contains
☐	J200001	Test #1 RB as Jracki	Ahlfors Math And English	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Draft	$99,000.00	DEF - MAINT	Jim Racki
☐	J200003	Test #2 as JRacki	Quinsigamond Community College	\Locations\Sites\Quinsigamond Community College	Draft	$5,000.00	DEF - MAINT	Don Hall

Add

DEFERRED MAINTENANCE PROCESS

- All prior DM project requests in legacy CAMIS have been transferred to new CAMIS and have been changed to **Identified**.

- If you wish to continue requesting this project you must change the designation to **Requested**.

- When you proceed to the phase aspects of the project, you will see the Attribute page which has a number of required fields.

DEFERRED MAINTENANCE PROCESS

- There are different components to a project, the overall **project** and **phase(s)**
- Every project will have a phase.
- The number of phases depends upon how many activities are required to complete the project.
  - ➤ The "J" number given to a project will have a **-1** or **-2** for the phases.

    For example: A boiler replacement project that requires a study first will have J200000 for the project number, J200000-**1** for the first phase (study) and J200000-**2** for the second phase (design and construction).

DEFERRED MAINTENANCE PROCESS

Project Name

- <u>Always</u> start the name of the project request with the corresponding fiscal year.

- FY18 Boiler Replacement building X
- FY18 Condensate pipe repair to building X
- FY18 Elevator repairs building X

DEFERRED MAINTENANCE PROCESS

- If a project does not need a study **<** $100,000 your project **J200000** will have only <u>one phase</u> **J200000-1** for the design and construction.

- The assigned DCAMM project number DOC1850, TRC 1861, UML1855 will have a corresponding matching number for each phase:

- DOC1850 **FT-1**, TRC 1861 **FT-2**, UML1855 **FT-1**.

DEFERRED MAINTENANCE PROCESS

General | **DM Request** | Energy Conservation Measure | Notes & Documents | System | Workflow Instance | Associations | Audit Actions | Create Draft | x

(Attributestabinfo):

⊟ General

CAMIS Number   Status

* **Name** FY18 Roof Replacement - Mccormack

Description Roof is outdated and has many problems patch work will not fix.

* **Type** DEF - MAINT 🔍 ⊗   * **Requested By** Parrish Rossi   Requested Date 04/04/2017

Estimated Cost $.00

⊟ Location	Find | Clear
* **Name** McCormack State Office Building	
Full Path \Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	

⊟ Priority	Find | Clear
* **Name** 2 - Will become critical in 1-2 years	
Rating 2	

⊟ Building System Class	Find | Clear
* **Name** B30 - EXTERIOR HORIZONTAL ENCLOSURES	

⊟ Assets   Find \| Remove

🔄 0 total found   Show: 10 ▾

☐	!	Type	Image	ID	Name	Spec Name	Spec Class
No data to display							

⊟ Phase

🔄 0 total found   Show: 10 ▾

CAMIS Phase Code	Name	Description	Status	Phase Type	Estimated Cost
No data to display					

Create Draft | x

DEFERRED MAINTENANCE PROCESS

DEFERRED MAINTENANCE PROCESS

DM Attributes

Study Attached ☐	Agency Contribution [$.00]
Who Did the Study [ ]	Planned Start Date [ ] 25 ⊗
Cost Estimate Source [ ]	Plan End Date [ ] 25 ⊗
Cost Estimate Date [ ] 25 ⊗	IG Class Completed ☐
Current Phase of Project [▼]	Current FY Spending [$.00]
Other Documents [ ]	Next FY Spending [$.00]
Life Safety Risk ☐	Potential Penalty ☐
Describe LifeSafety [ ]	Describe Potential Penalty [ ]
Shutdown Threat ☐	Impact to other Systems ☐
Describe Shutdown Threat [ ]	Describe Impact to other systems [ ]
Further Damage ☐	Accessibility Issues ☐
Describe Further Damage [ ]	Describe Accessibility Issues [ ]
Age of Equipment or System (years) [0]	PMs Completed (yes/no) [ ]
Expected Remaining Life (years) [0]	Is Equip/Sys Proprietary ☐
Repair costs last 5 years [$.00]	Do you have a PM plan for new equip ☐
Replacement Parts Available ☐	

DEFERRED MAINTENANCE PROCESS

DEFERRED MAINTENANCE PROCESS

Changes include:

- More space to provide detailed information
- Ability to attach documents
- Life cycle data requested
- Expenditure data requested
- Availability of Replacement parts
- Consistent PM completed (documentation required)
- Proprietary information
- Assurances of PM plans

DEFERRED MAINTENANCE PROCESS

Mandatory attachments

- Consistent Preventative Maintenance must be documented by attachment to the project request.

  - ➢ This can be a record of completed CAMIS work orders, a copy of your vendor maintenance contract, a "School Dude" report of activities, etc.

  - ➢ A written quote/estimate for a study from a house doctor or design/construction/repair from a vendor.

DEFERRED MAINTENANCE PROCESS

Optional attachments

- Invoices for work performed
- Studies
- Code violation documents
- Incident reports
- Accident reports
- Photos

The more information attached to the project request, the better chance to be approved for funding.

DEFERRED MAINTENANCE PROCESS

If there are multiple phases to the project, a study and design and construction, you should only **request** the <u>phase one</u> for a study.

1. Get a quote from your house doctor for the study then input that dollar amount in the phase one.
2. Phase one (study) – *Complete* <u>the attributes</u> for this phase (as much as possible)
3. Phase two (design and construction) - *Mark* <u>as identified</u> and don't post the dollar amount (at this time)

DEFERRED MAINTENANCE PROCESS

- All projects with and Estimated Construction Cost (ECC) greater than $100,000 require a study following DCAMM's study template.

- The study must be submitted to DCAMM for certification by the DCAMM Commissioner prior to receiving funds for the design and construction to proceed.

- Upon certification, D & C funding will be transferred with a **FT-2** designation.

DEFERRED MAINTENANCE PROCESS

Deferred Maintenance Study Template

DEFERRED MAINTENANCE PROCESS STUDY TEMPLATE

Contents

DEFERRED MAINTENANCE PROCESS STUDY TEMPLATE

Contents

Section 6	**Design Options and Preferred Alternative Preferred Alternative Schematic Drawings (Include Demolition and New Work)**
Section 7	**Proposed Scope of Work Per DCAMM Spec. Outline**
Section 8	**Cost Estimate**
Section 9	**Proposed Schedule**
Section 10	**Appendices**

2018 Accessibility
MAAB requirements for building renovations

If the cost of the work is: then:

• less than $100,000,	➢ only the work being performed needs to be in compliance with MAAB
• more than $100,000 but less than 30% of the building's replacement value (see CAMIS value)	➢ the work being performed must be in compliance as well as a public entrance, toilet room, drinking fountain and telephone (if provided) need to be in compliance with MAAB
• equals or exceeds 30% of the building's replacement value	➢ the **entire** building must be brought into compliance with MAAB or variances must be sought from the MAAB

2018 Accessibility
MAAB requirements for building renovations

If repair work is <u>limited</u> to the following **exempt** categories and the total construction cost is no more than $500,000 <u>including any building permits issued in the last 3 years,</u> then there are no specific requirements for accessibility.

- **Electrical systems**
- **Mechanical systems**
- **Plumbing systems**
- **Abatement of hazardous materials**
- **Retrofit automatic sprinklers**
- **Roof repair or replacement**
- **Window repair or replacement**
- **Masonry re-pointing and repair**
- **Title V work, site utilities, and landscaping**
- **Some energy efficiency work**

If the total cost exceeds $500,000 (but is < 30% of the CAMIS value), then a public entrance, toilet room, drinking fountain and telephone must be accessible.

DCAMM requires that all DCAMM-funded projects be in full compliance with state and federal accessibility laws and regulations, including the Rules and Regulations of the Massachusetts Architectural Access Board (521 CMR), Title II of the Americans with Disabilities Act (ADA), as amended, the 2010 ADA Standards for Accessible Design and other legislation and executive orders that may apply to upholding the rights of citizens with disabilities to equal access to programs, services, and activities of the Commonwealth, including employment.

This form is intended to help facility managers and design consultants during the Study Phase to determine the scope of MAAB requirements for a project. This form should be filled out as early as possible and incorporated into the Study document in the Code Review section. Completing this form does not relieve the designer and user agency of its obligations to provide equal access to persons with disabilities to programs, services, and activities. For technical assistance related to Title II ADA compliance contact the Statewide Accessibility Initiative (SAI) through Chris Becker at 617-727-4050 x31206 or email christopher.becker@state.ma.us.

Form completed by:

Date:

DCAMM project #:

Project name:

Building name:

Site name:

Study consultant:

Anticipated date of building permit:

1. **Describe the scope of work:**

2. **Does the scope of work include a change of use from private space (ex. single family house) to public space (ex. administrative offices)?** If yes, describe the situation, complete the rest of the form, and contact the Statewide Accessibility Initiative (SAI) for technical assistance.

    Yes

    No

3. **Is the building connected by doors or corridors to another building?** If yes, describe the situation, complete the rest of the form, and contact the SAI for technical assistance.

    Yes

    No

ADVISORY - Definition of Building per 521 CMR Section 5: Before proceeding with this form, please be aware that the definition of building per IBC or 780 CMR differs from the definition per 521 CMR. This form does not ask you to define the building in terms of 521CMR. However, please be aware that the scoping result may change depending on the information provided in Question #3 above. The SAI will provide technical assistance if Question #3 is answered affirmatively.

4. **Enter the Estimated Construction Cost (ECC) including possible change orders and/or contingencies:**

    Box A

5. **Enter the current CAMIS Value, ID#, and Building Name:**
   Search the tab "2015 CAMIS Values" at the bottom of this worksheet.

    Box B

http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/scoping-form-maab.html

DEFERRED MAINTENANCE PROCESS

Evaluation Criteria

Area	Category	Weight
Health and Life Safety	Risk for Loss of Life	28
	Risk of Illness or Accident	23
	Level of Discomfort	3
Urgency	Penalty Threat	3
	Shut Down Threat	15
	Risk of Further Damage	7
Component Priority	Risk to Other Systems	7
	Risk to Building Users	9
	Impact to Accessibility	4
Ready to Proceed	Documentation Complete	1

DEFERRED MAINTENANCE PROCESS

OVERSIGHT

DEFERRED MAINTENCE PROCESS

OVERSIGHT

Once the project funding has been approved and delegated; DCAMM and the receiving Agencies each have responsibilities as we move forward in the process.

DEFERRED MAINTENANCE PROCESS

QUARTERLY REPORTS REQUIREMENTS

Name of Requestor

ISA Expiration Date

Next Fiscal Year Spending

Agency Reference #   DCAMM Project #

Current Spending, Next Fiscal Year and
    Out-year Spending will roll forward each year

QUARTERLY REPORTS

Due Dates:

- **July 1, 2017**
  - ➤ *First Report due for all active projects: FY 17 and all prior years*

- **October 1, 2017**

- **January 1, 2018**

- **April 1, 2018**

ISA TUTORIAL

- An ISA is a contract that documents the business agreement (joint venture) between two state departments within any branch of state government.

- The ISA must comply with the funding language in all applicable state, federal or grant by laws and policies & procedures of the State Comptroller.

- Mass General Laws state that obligations may not be incurred unless there are sufficient funds available to support the obligation.

- The ISA will terminate on the date listed in the ISA form unless properly amended prior to that date or unless terminated earlier upon agreement by both departments.

ISA RESPONSIBILITIES

- The Buyer department will be responsible to supply the accounting and reporting attributes to the Seller department so that Seller department can input the correct information when processing encumbrances and other financial transactions relative to the ISA.

- The accounting data elements required to encumber funds and to process payments in MMARS include:
  BFY, fund, sub-fund, account #, object code, program code, phase code and activity.

- All these elements must be consistently used when encumbering and making payments in MMARS.

COMMONWEALTH OF MASSACHUSETTS
INTERDEPARTMENTAL SERVICE AGREEMENT (ISA) FORM

ACCOUNT INFORMATION. Complete for all new ISAs and Amendments (even if account information is not changing) Check one option, indicate "add", "delete" or "no change" and enter account, fund, major program code and program code.

__X__ BGCN – non-subsidiarized (federal, capital, trust). Attachment C required for any new ISA or ISA Amendment involving federal funds.

____ BGCS – subsidiarized (budgetary)

____ Other (CT, RPO as authorized by CTR):_____.

____ Non-Financial ISA (no funds are transferred from Buyer/Parent to Seller/Child), however, resources are committed to ISA.

____ Amendment with no Accounting Changes to Budget/Accounts or to Attachments B or C. (Indicate no change below and complete account information.)

	Account	Fund	Major Program Code	Program Code
X ADD __ DELETE __ NO CHANGE	Account:8900-8500	Fund: 0200	Major Program Code: DCDM	Program Code:DOC1665-FM1
__ ADD __ DELETE __ NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:
__ ADD __ DELETE __ NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:
__ ADD __ DELETE __ NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:

ISA ANTICIPATED START DATE:__02/17/2016_, provided that the Seller/Child certifies that it will not incur any obligations related to this ISA prior to the date that this ISA is executed, NOR prior to the date that sufficient funding for the obligations for this ISA is available in the Seller/Child account for expenditure.

TERMINATION DATE OF THIS ISA: This ISA shall terminate on __06/30/2017_ unless terminated or properly amended in writing by the parties prior to this date.

INTERDEPARTMENTAL SERVICE AGREEMENT (ISA) FORM TERMS AND CONDITIONS

ATTACHMENT B - BUDGET

Check one: __X__ Initial ISA Budget

_____ ISA Budget/Account Amendment. Maximum Obligation of ISA before this Amendment: $ _____ .

PRIOR MMARS DOCUMENT ID: _____ _(for reference - if applicable)_

CURRENT DOC ID: __ISADCP **DOC1665 FM1**016A__

[See Instructions for Additional Guidance on completion. Insert as many additional lines as necessary.]

==Program Code , Phase Code==

==Account Number==

A	B	C	D	E	F	G	H	I
Budget Fiscal Year	Seller/Child Account	Object Class	Description	Initial ISA Amount / or Amount Prior to Amendment	Indicate Add or Reduce +/-	Amendment Amount	Enter "YES" if Amount is a prior FY budget reduction or a current FY "Carry-in" authorization for Federal ISA Funds	New Amount After Amendment
2016	8900-8500	NN	Steam & Condensate line repairs	$ 164,700.00		$		$
				$		$		$
				$		$		$
				$		$		$
				$		$		$
				$		$		$
				$		$		$
				$		$		$
				$		$		$
				$		$		$
				$		$		$
				$		$		$

Dates to Remember – Deferred Maintenance Project Funding Requests

- **May 5, 2017 Friday** - Review and update deferred maintenance requests making sure all requests are entered into CAMIS.

- Confirm these projects have a status code of **REQUESTED** (any updates to the scope and cost of the project are entered into CAMIS)

- Only projects with a CAMIS status code of **REQUESTED** will be evaluated for FY 18.

Dates to Remember – Deferred Maintenance Project Funding Requests

- Do not submit funding requests for projects less than $10,000.

- Do not submit separate project requests for each phase (study, design, construction) of a project.

- Each phase must have all associated CAMIS attribute fields filled in.

- If the project is not a priority for FY 18 leave the status as **IDENTIFIED.** (If the project was completed, regardless of the funding source, please **CLOSE** the project.)

Dates to Remember – Deferred Maintenance Project Funding Requests

Approval by Secretariat or Central Oversight Bodies of your DM requests

Week of May 8, 2017

- An Excel Spreadsheet will be submitted to either the Secretariat or Central Oversight Body for approval and support of your DM requests.

May 22, 2017

- The spreadsheet should be returned to DCAMM noting both approval and support. The total value of the projects submitted should not exceed $10M. At this point in time the weighing of the requests will begin.

Dates to Remember – Deferred Maintenance Project Funding Requests

June 9, 2017

DCAMM will have reviewed each Secretariat or Central Oversight Body approved and supported project and made funding decisions

- DCAMM will notify Secretariats/central oversight bodies of the results of the project review process.
- DCAMM may determine that a project is a high priority based on its criteria.
  - ➢ If the estimated construction cost is $100,000 or *greater*, DCAMM will provide funds to the agency to undertake a certifiable study to develop a more reliable cost estimate, all code requirements and a project schedule.

Dates to Remember – Deferred Maintenance Project Funding Requests

o   If the study concludes that the work is necessary and can be accomplished at a cost less than $2 million, the agency can expect funding for the balance of the project either in FY18 or a subsequent year, depending on the timeline for the study.

o   If the cost estimate of an approved project indicates that the project is too large to be transferred to the agency, or if the agency is unable to undertake the project, DCAMM will manage the project. (Generally over $2M.)

Dates to Remember – Deferred Maintenance Project Funding Requests

Funds for projects that Agencies will undertake via a transfer process (ISA) will be distributed by DCAMM upon an approval of ANF to release funds – approximately 4-6 weeks following submission of project priorities.

DCAMM will work with Agencies' fiscal officers to recover unspent project funds from previously approved and transferred projects.

Dates to Remember – Deferred Maintenance Project Funding Requests

Agencies will provide project documentation quarterly, next due date July 1, 2017

Agencies need to report on all funded projects so DCAMM can track FY 18 capital spending and plan for future spending.

QUESTIONS

CAMIS TEAM

An Chi, Program Manager   857-204-1527

Robert Brown, Program Coordinator 857-204-1319

Manny Fernandes, Program Coordinator 857-204-1371

DEFERRED MAINTENANCE TEAM

Tom Tagan – DM Liaison A & F, Courts. 857-204-1272

Scott Calisti - DM Liaison Higher Ed and UMASS. 857-204-1267

Michele Davis – DM Liaison EOPPS, Sheriffs. Study Certification Coordinator. 857-204-1330

Asya Rozental - DM Liaison EOHHS. 857-204-1824

Frank Nakashian – DM Liaison Sec. of State, EOLWD, EOEEA. 857-204-1232